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File in main
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Chief, Intelligence School, Office of
Training

9 June 1959

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Chief, Records Management Staff

Handbook for Subject Filing

1. The enclosed Handbook for Subject Filing has been revised and reissued as an unclassified publication. As stated in the Foreword, it is intended primarily for training purposes. We hope that it will prove useful in the Inductee Training course and in any other courses in filing given by OTR.

2. The current status of our work with your Clerical Training Staff on the Filing course is summarized below.

a. Handbook for Subject Filing--fifty copies of updated, unclassified version have been sent under separate cover to Chief, Clerical Training.

b. New demonstrator file cabinet--obtained through OTR Area Records Officer and in use in classroom.

c. New demonstrator Subject-Numeric File--new folders, labels, and guides prepared and in use.

d. Practice and test materials--six practice and ten test letters developed; fifty new sets of these letters prepared and in use.

e. Cards for alphabetic sorting practice--fifty new sets of sixteen cards (3 x 5) prepared and in use.

f. Visits by instructors to model files--arranged visits to model files in OTR.

g. Visual aids--artwork on fourteen aids completed by OTR/Visual Aids; color slides and Vu-graphs being prepared by OL/PSD.

3. When these visual aids are delivered, our planned work on this course in filing will be completed. However, after these materials have been used, other improvements or refinements may prove desirable. Please feel free to call upon us for further assistance, and I will be pleased to make available again to work with your instructors.

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4. Throughout our work on this project, [redacted]
[redacted] and members of your Clerical Training Staff have been un-
failingly cooperative and helpful. Please express our particular
thanks [redacted] who
worked long and cheerfully on this joint undertaking.

Enclosure

Distribution:

Orig & 2 - Addressee

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Mgt/S/RMS

[redacted] fjm(9 June 1959)

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ORIGINAL DOCUMENT MISSING PAGE(S):

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